

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Treasurer's Office

Unit:

Name:

Position Title: Deputy Treasurer

Class Title: Deputy Treasurer

Class Number: 15114

Dept./Div.: Treasurer

Civil Service Status: Unclassified

Reports To: Treasurer

Employment Status: Full - time

Pay: Resolution

FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education with advanced training or (2) years experience in bookkeeping, typing, computer data entry, office practices, banking or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, printer, copy machine, facsimile machine, telephone, calculator, typewriter, credit card machine.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

The employee is exposed to, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public, including emotionally distraught individuals.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Supervisor's Title: Treasurer

Number: N/A

Supervises:

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

50% (1) Maintains records of tax payments and delinquencies; initiates and explains payment contracts to taxpayers with delinquent taxes; prepares reports of tax collections, delinquencies and other receipts; maintains records of disbursements; reconciles daily collections to ledgers; reconciles monthly reports to Auditor's reports. Processes incoming payments by mail and receives payments over the counter. Scans checks, real estate payments, mobile home payments and escrow payments into computer, corrects errors, sends check file to financial institution for daily deposit and send all scanned payments to financial system for posting. Assists members of the public with inquiries.

Knowledge of: (a); * (b); * (m); (n).
Skill in: (o); (p); (q).
Ability to: (i); (l); (r); (s); (x); (z).

30% (2) Assists in recording property transfers and changes for data processing and taxing purposes. Contacts mortgage / escrow agents regarding errors with information and requests payment files for paying taxes; receives electronic for taxes and properly posts payments in file; balances real estate for settlement. Moves escrow monies at the appropriate time to post correctly to the parcel and reflect on tax bills.

Knowledge of: (a); * (b); *(n).
Skill in: (o); (p); (q).
Ability to: (s); (x); (y); (z).

10% (3) Prepares tax statements for real estate, personal property and other taxing purposes, distributes taxes by mail. Maintains delinquent tax contract payment plans; verifies all contract plans are up to date; sends reminder notices to those with missed payments; calculates interest and penalties on contracts that default; maintains list of parcels with contracts and keeps current for office use and Prosecutors Office; posts all payments to the correct type of tax at the appropriate time of the year.

Knowledge of: (a);* (b);*.
Skill in: (o); (p); (q).
Ability to: (s); (x); (y).

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OTHER DUTIES AND RESPONSIBILITIES:

5% (5) Performs miscellaneous duties; attends training sessions, seminars, and meetings, as required. Performs general office clerical functions such as typing, filing, data entry, etc.; performs other related duties as required. Performs duties of Chief Deputy Treasurer functions in his / her absence.

Knowledge of: (a);* (b);* (n).

Skill in: (o); (p); (q).

Ability to: (i); (k); (s); (x); (y).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) office practices and procedures;* (b) department policies and procedures;* (m) bookkeeping; (n) records management.

Skill in: (o) computer operation; (p) adding machine or calculator operation; (q) use of office equipment.

Ability to: (h) exercise independent judgment and discretion; (i) communicate effectively; (k) develop and maintain effective working relationships; (l) resolve complaints; (r) calculate fractions, decimals, and percentages; (s) maintain records according to established procedures; (x) prepare accurate documentation; (y) gather, collate, and classify information; (z) compile and prepare reports.